

2008-Pay-2009 Assessment/Tax Billing Cycle - Adams County - Updated Mon 8/24/09

ID	Task Complete?	Task Name	Actual/Projected Start Date	Actual/Projected Finish Date	Task Deadline	On Time Status	2008												2009												2010					
0		2008-Pay-2009 Assessment/Tax Billing Cycle - Adams Co	NA	NA	NA		J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M			
1	✓	Submit 2007-pay-2008 real and personal property data to DLGF/LSA	Fri 2/29/08	Fri 2/29/08	Mon 10/1/07																															
2	✓	Validate all 2007 sales disclosures and submit data to DLGF/LSA	Tue 6/10/08	Tue 6/10/08	Fri 2/29/08																															
3	✓	Prepare ratio study and submit workbook and ratio study to DLGF	Tue 6/10/08	Fri 10/10/08	Fri 5/23/08																															
4	✓	Review and approve county ratio study	Fri 10/10/08	Wed 10/22/08	Fri 5/30/08																															
5	✓	Apply trending factors, review assessed values, and deliver final A	Wed 10/22/08	Fri 11/21/08	Tue 7/1/08																															
6	✓	Apply deductions and exemptions	Fri 11/21/08	Fri 12/19/08	Tue 7/29/08																															
7	✓	Submit TIF Neutralization forms (if applicable)	Fri 12/19/08	Mon 1/12/09	Tue 7/29/08																															
8	✓	Review and approve TIF Neutralization	Mon 1/12/09	Mon 1/12/09	Thu 7/31/08																															
9	✓	Certify net assessed values to DLGF	Mon 1/12/09	Thu 1/15/09	Fri 8/1/08																															
10		Prepare Form 15 data and submit to DLGF	Mon 11/24/08	Fri 8/28/09	Fri 10/31/08																															
11	✓	Prepare data extract files and submit 2008-pay-2009 real and perso	Tue 1/6/09	Tue 1/6/09	Mon 12/1/08																															
12	✓	Adopt budgets, levies and rates	Thu 10/23/08	Mon 12/1/08	Mon 12/1/08																															
13	✓	File budgets with County Auditor	Tue 12/2/08	Wed 12/3/08	Wed 12/3/08																															
14	✓	Advertises adopted rates (TAB Rate Chart)	Thu 12/4/08	Mon 12/15/08	Mon 12/15/08																															
15	✓	Work unit budgets, levies, rates, and certify county budget order	Thu 1/15/09	Mon 2/16/09	Mon 2/16/09																															
16	✓	Prepare abstract and tax duplicate, and submit 2008-pay-2009 tax t	Tue 2/17/09	Mon 5/11/09	Mon 3/16/09																															
17	✓	Prepare and mail tax bills	Tue 5/12/09	Tue 5/12/09	Fri 4/24/09																															
18	✓	Publish tax rates - 1st advertisement	Tue 5/12/09	Tue 5/12/09	Fri 4/24/09																															
19	✓	Publish tax rates - 2nd advertisement	Wed 5/13/09	Tue 5/19/09	Fri 5/1/09																															
20	✓	Publish tax rates - 3rd advertisement	Wed 5/20/09	Tue 5/26/09	Fri 5/8/09																															
21	✓	Tax billing lead time - spring installment	Tue 5/26/09	Fri 5/29/09	Mon 5/11/09																															
22	✓	Tax bills due - spring installment	Mon 6/1/09	Mon 6/1/09	Mon 5/11/09																															
23	✓	Make spring property tax distribution	Tue 6/2/09	Tue 7/21/09	Tue 6/30/09																															
24		Tax billing lead time - fall installment	Tue 7/21/09	Fri 10/16/09	Tue 11/10/09																															
25		Tax bills due - fall installment	Mon 10/19/09	Tue 11/10/09	Tue 11/10/09																															
26		Make fall property tax distribution	Wed 11/11/09	Thu 12/31/09	Thu 12/31/09																															

On Time Status:

Green = On Time or early
Yellow = 1-90 days late
Red = 91+ days late

Task

Progress

Baseline

Milestone

Baseline Milestone

Summary

Rolled Up Task

Rolled Up Milestone

Baseline Summary

Rolled Up Baseline

Rolled Up Baseline Milestone

Rolled Up Progress

Split

Baseline Split

External Tasks

Project Summary

Group By Summary

Deadline